



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VIRGINIA 22214-5000

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JUL 02 2020

CO, H&S BN, HQMC, HENDERSON HALL MEMORANDUM 04-20

From: Commanding Officer, Headquarters and Service Battalion, Headquarters
Marine Corps, Henderson Hall
To: Distribution A

Subj: MODIFIED SUPPLEMENTAL GUIDANCE FOR LEAVE AND LIBERTY DURING
CONDITIONED BASED TRAVEL RESTRICTIONS

Ref: (a) OSD MEMO dtd 29 June 2020
(b) MARADMIN 333/20
(c) MARADMIN 377/20
(d) MCAAT SharePoint <https://eis.usmc.mil/sites/hqmcppo/MCCAT/Sitepages>
(e) BnO 1050.2S dtd 16 Oct 2017
(f) USD (PR) dtd 11 Mar 2020

1. Purpose. This memorandum provides supplemental guidance to the references for Marines assigned to H&S Bn, HQMC.
2. Applicability. This policy applies to non-official leave, liberty, and administrative absence outside of the local area (250 miles) and liberty limits. Ref (b) still applies to leave taken in conjunction with PCS and TAD.
3. Information. The references provide guidance on travel restrictions based on local conditions. Ref (d) is subject to change on a daily basis and should be reviewed for updates prior to making travel arrangements.
4. Action. Effective immediately, per ref (a), delegated leave approvers may approve local leave (within 250 mile radius of duty location) without restriction. Authorized non-official travel outside of the local area (250 miles) or outside of the liberty limits (varies with length of liberty period, see Enclosure (5) of ref (e)), must be forwarded to the Bn commander through the company staff for approval. Leave requests to a "Red location" per ref (d) outside 250 miles must include a risk assessment IAW ref (f), justification (humanitarian, mission essential, or hardship), mitigation plan, and require operational chain of command review at 0-6 level.
5. Mitigation. Marines will not execute travel if they have a temperature or have experienced symptoms in the past 14 days. Post travel screening will be conducted IAW ref (f). ROM requirements upon return will be determined by the Marine's operational chain of command based upon a risk assessment that considers the duration of the stop and local conditions. When 14 day ROM is required, Marines must limit movement outside of their domicile to essential needs, self-monitor for symptoms, socially distance, wear a mask when within six feet of others, and telework if possible.
6. Submission. Requests to travel outside of the local area, to a red location, will be submitted via e-mail through the H&S Bn company staff to the Bn commander for final determination IAW ref (f). All leave requests outside 250 miles will be routed to the H&S Bn company staff via the Leave

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and Liberty module in MOL containing O-6 level operational chain of command approval.

7. The point of contact for this matter is Major Kerrissa A. Washington at (703) 693-7242 or email at kerrissa.washington@usmc.mil.



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